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ABSTRACT

This learning module was developed for use by parents who make up the Policy Advisory Committee of the Florida Follow Through Project. Its purpose is to build parents' skills in areas that contribute to effective leadership. It is divided into three sections. The first part covers the order of business and how to make motions. Part two covers the duties of the officers, writing minutes, and writing agendas. The third part covers the election of officers and using by-laws. A final examination is included in the module. (JD)

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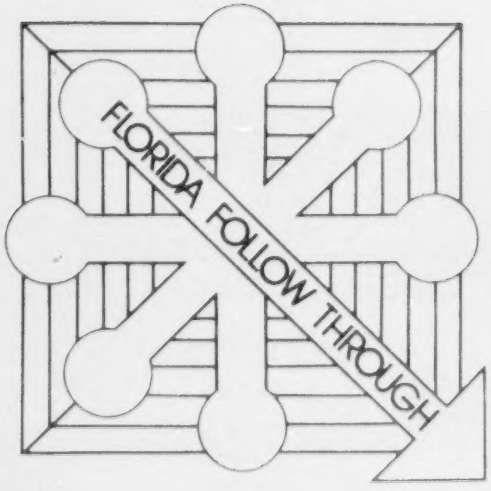
LEADERSHIP TRAINING

FOR

POLICY ADVISORY COMMITTEES

CONDUCTING BUSINESS MEETINGS EFFECTIVELY

SP011 254



FOREWORD

This module was developed for Florida Follow Through by Janet Roehm, Hillsborough County Follow Through, for use by parents who make up the Policy Advisory Committee (PAC). Its purpose is to build parents' skills in areas which contribute to effective leadership--how to conduct business meetings, elect officers, plan agendas, and write minutes of PAC meetings.

The materials were field-tested in Tampa's Parent Leadership Program over a two-year period, using three monthly sessions of approximately three hours each. An additional tryout was carried out in Gainesville, Florida, in June, 1977, using a one-day workshop as a time frame. Participants in this latter session were parents and staff members from eleven geographically separate Follow Through sites which follow Ira J. Gordon's Florida Parent Education Follow Through Model.

When using this module, plan two to three hours to carry out Part I. Parts II and III can be completed in approximately two hours each.

Appreciation is extended to the Hillsborough County Follow Through staff for their generosity in sharing this document with other Florida educators. For further information, contact Clara Nuccio, Director, Follow Through, 8412 13th Street, Tampa, Florida 33609.

The activity which is the subject of this report was supported in whole or in part by the U.S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

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Instructions for Administering the Module

1. Prepare the physical arrangements of the room for activities which are primarily small group oriented.

2. Read the module through especially noting the flow-chart. (p. 3-6)

3. Secure materials and equipment listed. (p. 7)

4. Preview the record and film designated.

5. Make copies of the following sheets for each participant:

Preassessment (p. 9)	
Conducting a meeting (p. 11)	Enabling Act. 1
Quiz #1 Order of Business (p. 18)	Quiz #1
Motions & Amendments (p. 20)	Enabling Act. 5
Quiz #2 Motions & Amendments (p. 25)	Quiz #2
Quiz #3 Officers' Role (p. 32)	Quiz #3
Rules for minutes (p. 34)	Enabling Act. 12
Sample minutes (p. 36-41)	Enabling Act. 13
Quiz #4 Minutes (p. 44)	Quiz #4
Sample Agendas (p. 48-52)	
Conducting Elections (p. 56)	Enabling Act. 18
By-laws	Appendix Enabling Act. 19
Quiz #5 Agendas (p. 53)	Quiz #5
Final Exam (p. 63-64)	Final Exam

6. Make up cards as called for in Enabling Activity 6 (p. 22).

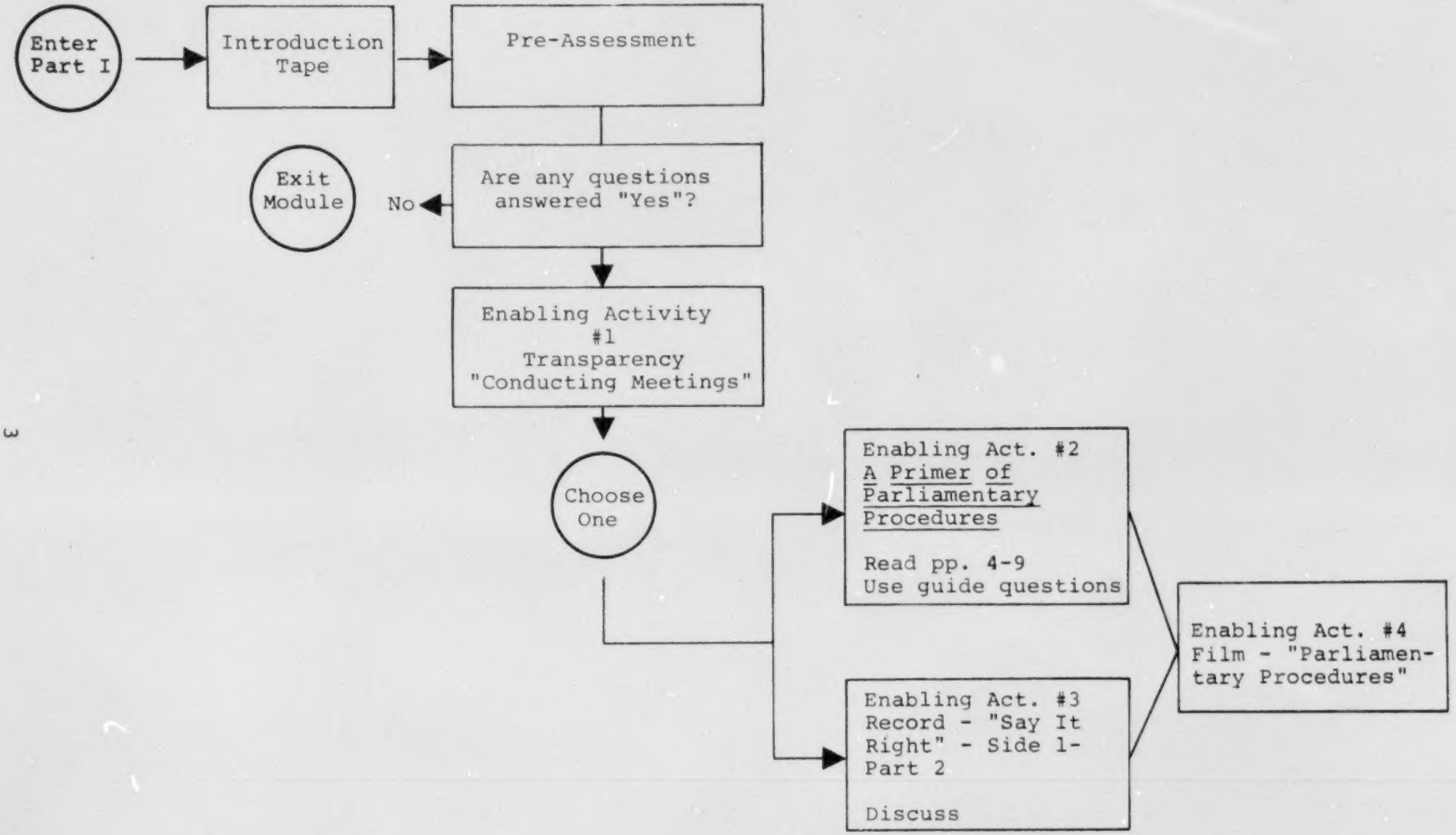
7. Make transparencies for masters -

Conducting a Meeting	Enabling Act. 1
Motions and Amendments	Enabling Act. 5
Conducting Elections	Enabling Act. 18

8. Read introduction script or play tape.

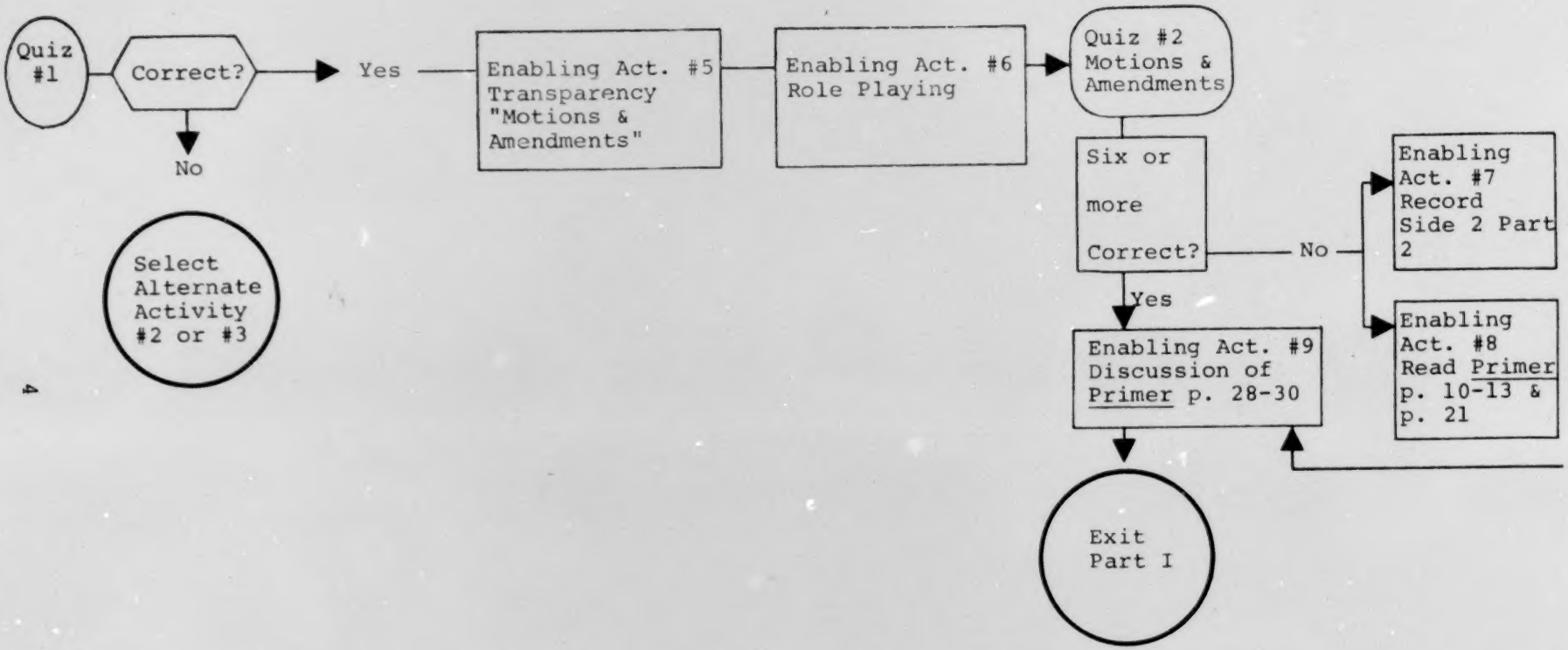
9. Administer the preassessment (p. 9.) If participants answer "yes" to any question, they should continue in the module.

FLOW CHART PART I

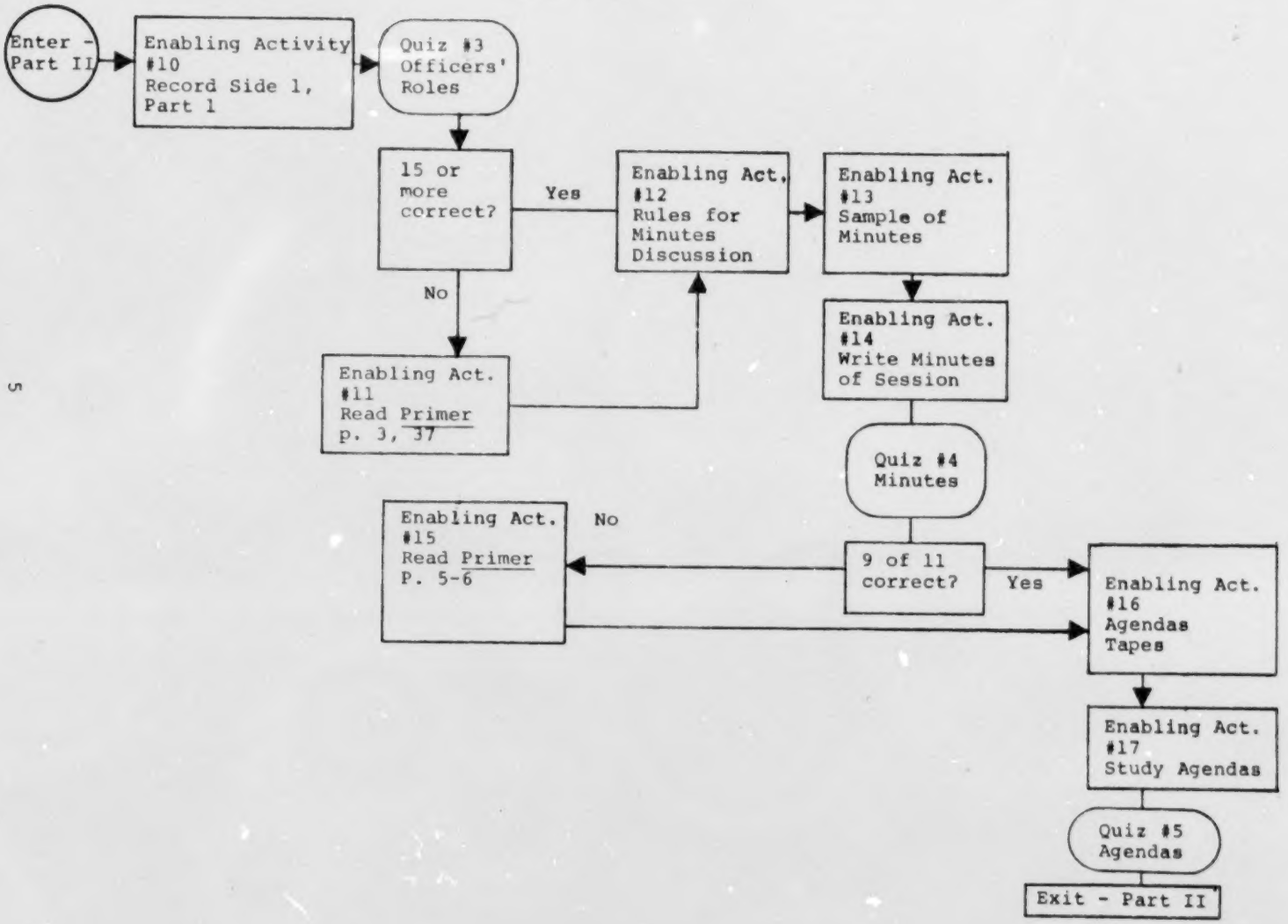

Enter Part I
Introduction Tape
Pre-Assessment
Exit Module
No
Are any questions answered "Yes"?
Enabling Activity #1 Transparency "Conducting Meetings"
Choose One
Enabling Act. #2 A Primer of Parliamentary Procedures
Read pp. 4-9
Use guide questions
Enabling Act. #3 Record - "Say It Right" - Side 1- Part 2
Discuss
Enabling Act. #4 Film - "Parliamentary Procedures"

Part I (con't.)

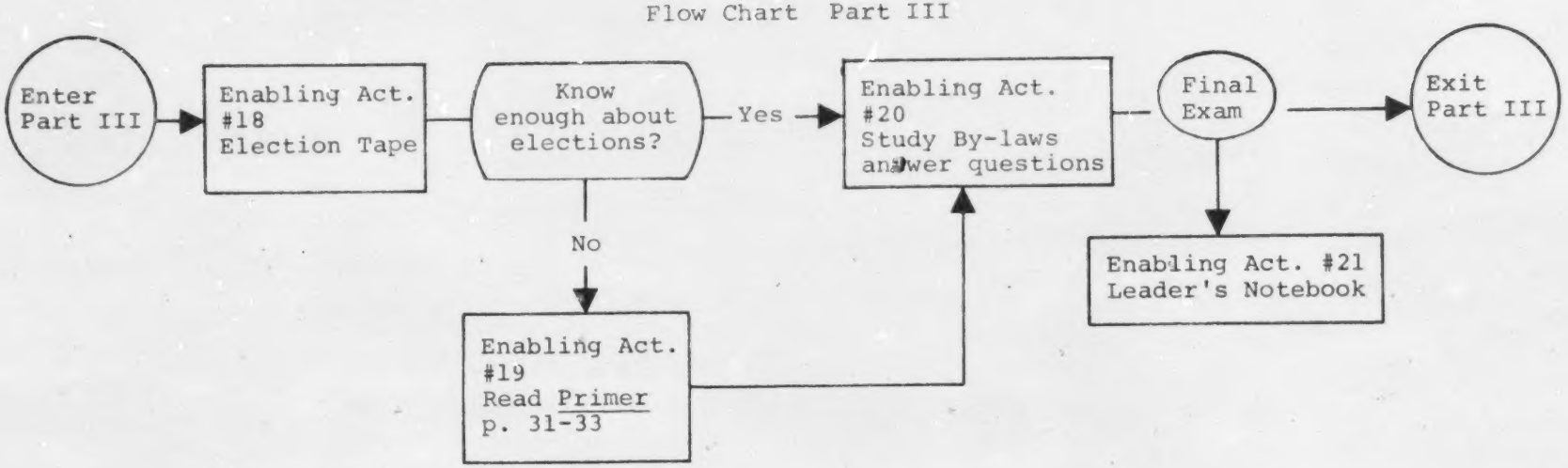
Quiz #1
Order of Business


Quiz #1
Correct?
Yes
No
Select Alternate Activity #2 or #3
Enabling Act. #5 Transparency "Motions & Amendments"
Enabling Act. #6 Role Playing
Quiz #2 Motions & Amendments
Six or more Correct?
No
Yes
Enabling Act. #7 Record Side 2 Part 2
Enabling Act. #8 Read Primer p. 10-13 & p. 21
Enabling Act. #9 Discussion of Primer p. 28-30
Exit Part I

Flow Chart Part II


Enter - Part II
Enabling Activity #10 Record Side 1, Part 1
Quiz #3 Officers' Roles
15 or more correct?
Yes
No
Enabling Act. #12 Rules for Minutes Discussion
Enabling Act. #13 Sample of Minutes
Enabling Act. #14 Write Minutes of Session
Enabling Act. #11 Read Primer p. 3, 37
Quiz #4 Minutes
9 of 11 correct?
No
Yes
Enabling Act. #15 Read Primer P. 5-6
Enabling Act. #16 Agendas Tapes
Enabling Act. #17 Study Agendas
Quiz #5 Agendas
Exit - Part II

Flow Chart Part III



Materials & Equipment List

Item	Use	Source
A Primer of Parliamentary Procedures	Act. 2, 8, 9, 11, 15, 19	Bureau of Communications National Board of YWCA 600 Lexington Ave. New York, N.Y. 10022 30¢ each 50 for $12.50
16 mm. film projector record player overhead projector cassette tape player	Act. 4 Act. 3, 7, 10 Act. 7, 5, 18 Intro., Act. #16, 18	
Film-328-8 Parliamentary Procedures-B/W 16 min.	Act. 4	Order from Media Center
Transparency of "Conducting a Meeting" "Motions & Amendments" "Conducting Elections"	Act. 1 Act. 5 Act. 18	See enclosed masters
Record - "Say It Right With Parliamentary Procedure" by Bernard F. Phelps, Ph.D.	Act. 3, 7, 10	Scott Publishing Co. 1719 Ravenwood Ave. Dayton, OH 45406 Price: $6.25
Copy of Club's By-Laws and/or constitution	Act. 19	
Cassette Tape of Narrative	Act. 16, 18 Introduction	Included in module

Introduction

Instructions to Resource Person - Read the following script or play tape.

When people take an office in an organization or become involved in the business of the organization, they want the meetings to go smoothly. Most clubs and groups adopt specific procedures to keep the business meetings flowing smoothly. Robert's Rules of Order are usually used as a basis for the procedures but most groups are informal enough to use a modified set of rules.

The first part of this module will cover the order of business and how to make motions since these two aspects of group leadership are the most urgently needed by a new participant.

Part II covers the duties of the officers, writing minutes and writing agendas.

Part III covers election of officers and using by-laws.

Instructions to Participants -

This Leadership Training Module has been designed to be accomplished as a group program to be done in three sessions of from two to three hours each. The Resource Person should help provide the materials and equipment you need, clarify any portions of the procedures which are unclear, help you make decisions about your progress, serve as an evaluator and generally facilitate attainment of your goals.

Turn off tape and wait for instructions from the Resource Person.

Pre-Assessment

Answer yes or no to each question.

If you answer yes to any of these questions you should take this module.

1.	Have you been elected to an office in your organization?	Yes	No
2.	Do you plan to run for office soon?	Yes	No
3.	Would you like to see the meetings that you attend run more smoothly and properly?	Yes	No

The Resource Person will begin Enabling Activity 1.

Conducting Business Meetings Effectively

Part I

Part I will help you learn about:

Order of Business	(Activities 1 - 4)
Motions & Amendments	(Activities 5 - 9)

You will need the following Equipment for this part:

- cassette tape player
- overhead projector
- 16 mm. projector
- record player

Materials:

- Conducting a meeting transparency
- Motions and amendments transparency
- A Primer of Parliamentary Procedure
- Record, "Say It Right With Parliamentary Procedure"
- Film, Parliamentary Procedure
- Copies of Quiz #1 and Quiz #2

Enabling Activity #1

Using the "Conducting a Meeting" Transparency

Directions to Resource Person.

1. Discuss the order of business using the transparency to illustrate.
2. State each order of business and have participants read off the corresponding reply from the "What to Say" column.
* 3. Select participant to take the role of chairman, secretary, committee chairmen, etc. and practice following the order of business.
4. Select either Enabling Activity 2 or 3.

Note:

Announcements may follow minutes, committee reports or new business. The order of business may be changed for special needs if there are no objections.

* Optional Activity

Conducting a Meeting

		What To Say
1.	Call to order	"The meeting will please come to order."
2.	Reading of the minutes	"Will the secretary please read the minutes of the previous meeting."
		(minutes read)
		"Are there any corrections or additions to the minutes?"
	if no ----------→	"The minutes stand approved as read."
	if yes ----------→	"If there are no further corrections, the minutes stand approved as corrected."
	you may ----------→	"Do I hear a motion to dispense with the reading of the minutes?"
3.	Committee reports (if any).	"We will now hear the report of the _____ committee."
		(report read)
		"You have heard the report of the committee. What is your pleasure?"
	if accepted ----------→	"The report of the _____ committee is accepted."
	if rejected ----------→	"The report of the _____ committee is rejected."
4.	Unfinished business	"Is there any unfinished business?"
5.	New business	"Is there any new business?"
6.	Announcements	"Are there any announcements to be made at this time?"
7.	Adjornment	"If there is no further business, the meeting stands adjorned."
	or ----------→	"Mr. Chairman, I move we adjorn." (Motion voted on)

Enabling Activity #2

1. Read pp. 4 - 9 of A Primer of Parliamentary Procedure, beginning with the call to order. (p. 4)

2. Guide your reading with the following questions:

   a. Who calls the meeting to order? (p. 4)

   b. What does the president say when calling on the secretary?

      How does this differ from what you discussed on the transparency? (p. 4)

   c. What follows the reading of the minutes? Why is it only "received"? (p. 6)

   d. Only very formal organizations have the President's and Corresponding Secretary's report. Why, do you think? (p. 7)

   e. Why is it important for the President to call committee chairmen by name? (p. 7)

   f. What does the President do during the reports? (p. 8)

   g. Is a motion necessary after a report? (p. 8)

   h. Which comes first new or old business? Why? (p. 8)

   i. When are announcements made? (p. 7, 8)

   j. Can the order of business by changed? How? (p. 9)

3. Check your answers with the key on page 14.

Have Resource Person conduct Enabling Activity #4.

Answers to Enabling Activity #2

a. The President

b. "The secretary, Miss Mary Smith, will read the minutes of the previous meeting."

The secretary is called by name.

c. Treasurer's Report. Time does not permit members to check the accuracy of this report.

d. Answers will vary.

e. Every member, particularly a new member should know who is being called upon and why.

f. In order to give the committee chairman the spotlight, the president remains seated.

g. No motion is necessary after a report unless there have been recommendations for action included in it.

h. Old or unfinished business is first so that any business is completed that may effect new business.

i. Prior to adjournment or during President's report.

j. Yes, with the permission of those present.

Enabling Activity #3

Record "Say It Right With Parliamentary Procedures"

Directions to Resource Person:

1. Play Side 1 - Part 2
2. On the board write or have written the order of business as each is mentioned on the record. (See record jacket back.)

   Stop the record for questions.
3. Use the following questions to discuss the record:
   a. Why have a definite order of business?
   b. What is a quorum?
   c. Why have committee reports before any business is conducted?
   d. What is pending business called? (Old or unfinished business)
   e. How can committee or meeting be adjourned?
4. Have Resource Person conduct Enabling Activity #4.

Answers for Enabling Activity #3

a. A blue print for the meeting so every member knows what comes next

b. Minimum number of members that must be present for the group to take action legally

c. Because members need to know what information has been gathered by committees before they vote under new business on committee recommendations

d. Old or unfinished business

e. By a motion from a member or the president may close the meeting if there is no further business

Enabling Activity #4

Directions to Resource Person:

1. Introduce the film explaining that the plot centers around high school children organizing a club. Have participants anticipate what comes next in order of business.

2. Ask for questions concerning film or any previous matter.

3. Administer Quiz #1.

Quiz #1 Order of Business

1. LIST IN NORMAL ORDER THE ITEM OF BUSINESS AT A MEETING.

   A.

   B.

   C.

   D.

   E.

   F.

   G.

ENTER ENABLING ACTIVITY #5 IF ALL ANSWERS ARE CORRECT.

DO THE ALTERNATE ACTIVITY (2 OR 3) IF YOU MADE ERRORS.

Answer Key - Quiz #1

a. Call to order

b. Reading of the minutes

c. Committee reports

d. Unfinished business (old business)

e. New business

f. Announcements

g. Adjournment

Scoring:

Announcements may follow minutes, committee reports or new business.

Accept any reasonable explanations for deviation from the answer key.

Other items such as Treasurer's Report, President's Report, Program, may be accepted but the list should include all of the basic seven.

Enabling Activity #5

Directions to Resource Person -

Use transparency, "motion & amendments." Cover "amendments" section with a sheet of paper. Discuss each step of presenting a motion. Emphasize the following points:

1. The chairman (or President) calls the person by name so that the group knows who is speaking and the secretary can include the name in the minutes.

2. The proper way to start a motion is to say "I move that" not "I make a motion." This mistake should be avoided.

3. The presiding officer need not recognize the "seconding" member by name.

4. The Chairman restates the motion at least twice so that all can hear it through the microphone and understand it.

5. A motion cannot be voted upon unless two people want it to be. This is the purpose of the "second."

6. The chairman asks for discussion but a motion may be voted on without anyone discussing the pros & cons of the proposal.

7. The president may call for the vote if there is no discussion or the discussion seems to be finished.

8. A member usually calls for the vote; when this is done it stops discussion. If others want more discussion, then the group must vote on the "question."

9. It is out of order to discuss other matters unrelated to the main motion being considered.

Do not discuss voting procedures other than the voice vote (viva voce) until Enabling Act. #9.

Uncover and discuss each step in the "amendments" section emphasizing the following points:

1. An amendment is voted on before the main motion it amends.

2. Amendments require a second.

TRANSPARENCY FOR MOTIONS & AMENDMENTS

Motions

1.	Member rises and addresses chairman	"Madam Chairman?"
2.	Chairman recognizes (calls name of) member	"Mrs. Smith."
3.	Members states motion	"Madam Chairman, I move that _____." (Not I make a motion that ____.")
4.	Another members seconds	"I second the motion." (not recognized by chairman)
5.	Chairman restates motion	"It has been moved and seconded that ....."
6.	Discussion lead by chairman	"Is there any discussion?"
	if yes ----------	(chairman recognizes the members who speak for or against the motion.)
	if no ----------	"Are you ready for the vote?"
7.	The vote: member(s) calls out	"I call for the vote."
	Chairman calls for vote	"It has been moved and seconded that ....."
		"All in favor say 'Aye'."
		"Those opposed say 'No'."
	if passed ----------	"The ayes have it. The motion is carried."
	if not passed ----------	"The noes have it. The motion is defeated."

Amendments

1.	Main motion is made and seconded (see above).	
2.	Motion to amend is made and seconded	"I move to amend the motion by (state change)."
3.	Amendment is voted upon first.	(see above)
4.	Main motion is then voted on with amendment attached if passed in step 3.	

Enabling Activity #6

Directions to Resource Person: Have the following statements written on numbered index cards, one to a card.

1) You want the group to buy candy for the children at Christmas. Make a motion.

2) You agree with #1, second the motion.

3) Give reasons why we <u>should</u> get candy.

4) You want the group to also buy toys. Make an amendment to the main motion.

5) Second the amendment.

6) Call for the vote on the amendment.

7) You want the group to have a spring picnic. Make a motion.

8) Call for the vote on the main motion.

1. Select various participants to role play these parts. Give each a card. They should do what the card says in numerical order. Select a chairman who will conduct business. Make appropriate comments as the role playing progresses. The accompanying script may be used as reference.

2. Repeat the procedure (with new participants if group is large). This time allowing them to correct their own mistakes.

SCRIPT

For Enabling Activity #6

First Member: Madam President

President: Mrs. (First Member)

First Member: "I move that we buy candy for the children at Christmas."

(Note: the word "move" rather than "I make a motion.")

Second Member: "I second the motion."

(Note: the President need not recognize the seconding member by name.)

President: "It has been moved and seconded that we buy candy for the children at Christmas. Is there any discussion?"

Third Member: Madam President

President: Mrs. (Third Member)

Third Member: I think we should buy candy because the children might not get any from home.

Fourth Member: Madam President

President: Mrs. (Fourth Member)

Fourth Member: I would like to amend the motion to read "and also toys".

Fifth Member: I second the motion.

President: It has been moved and seconded to amend the motion to read "and also toys". Is there any discussion?

Sixth Member: I call for the vote.

President: It has been moved and seconded that we amend the motion to read "and also toys". All in favor say "aye" (Pause.) All opposed say "no".

President: The "ayes" have it. The amendment is carried (or passed).

President: Are you ready for the vote on the main motion (or previous question)?

Seventh Member: Madam President, I move we have a Spring Picnic.

President: I'm sorry but your motion is out of order.

Eighth Member: I call for the vote on the main motion.

President: It has been moved and seconded that we buy candy and toys for the children at Christmas. All in favor, say "aye". (Pause.) Opposed "no". The aye's have it. Motion carried.

QUIZ #2 MOTIONS & AMENDMENTS

CIRCLE TRUE OR FALSE. (IF FALSE BE READY TO EXPLAIN WHY).

1. THE PRESIDENT ALWAYS RECOGNIZES MEMBERS BY NAME. T F
2. YOU VOTE ON THE AMENDMENT BEFORE YOU VOTE ON THE MOTION IT AMENDS. T F
3. THE PRESIDENT RESTATES THE MOTION AT LEAST TWICE. T F
4. THE PROS AND CONS OF ALL MOTIONS MUST BE DISCUSSED. T F
5. THE PRESIDENT MUST CALL FOR THE VOTE. T F
6. CALLING FOR THE VOTE STOPS DISCUSSION. T F
7. ALL MOTIONS MUST HAVE A SECOND IN ORDER TO BE VOTED UPON. T F
8. IT IS OUT OF ORDER TO DISCUSS THINGS UNRELATED TO THE MOTION THAT IS ON THE FLOOR. T F

TO PASS 6 OR BETTER -

IF NOT PASSED GO TO ENABLING ACTIVITY #7 OR #8.

Answer Key - Quiz #2

1. F *The president need only recognize the maker of the main motion not the seconder. It is polite to recognize other speakers, however.*

2. T

3. T *This is done so all will know exactly what is being voted on.*

4. F *Discussion is asked for but not required.*

5. F *Any member or the president may call for the vote.*

6. T *The president may also call for the vote.*

7. T

8. T

If you missed more than two questions above choose Activity #7 or Activity #8 before going on the Activity #9.

Enabling Activity #7

1. Listen to the record, Say It Right With Parliamentary Procedure, Side 2, Part 2.

Enabling Activity #8

1. Read A Primer of Parliamentary Procedure, p. 10-13 and p. 21.

Enabling Activity #9

Directions to Resource Person:

1. Prepare to discuss types of voting procedures by studying pp. 28-30 of A Primer of Parliamentary Procedures.
2. Distribute worksheets with the eight voting terms listed, leaving space for the participant to take notes from your lecture.
3. Discuss voting procedures using the following list of definitions and examples of when each kind of vote is used.

TYPE	DEFINITION	WHEN USED
Voice Vote (viva voce)	members vote by calling out "aye" or "no"	most motions
Show of Hands (rising vote)	members raise their hands or stand to have their votes counted	when a voice vote is too close to determine the winner
Ballot (secret ballot)	members vote by writing their votes on slips of paper or electronically	for elections or when and exact record of the vote must be kept
General Consent	The President asks, "If there are no objections ....."	approving minutes, committee reports, or other routine business

Majority	at least one more than half the votes cast	most motions
Plurality	the most votes	elections
Two-thirds Vote	requires two-thirds of the votes to pass	when a motion takes away or limits the rights of members; constitutional amendments
Unanimous	every member votes the same way	uncontested decisions

Voting

Voice Vote (viva voce)

Show of Hands (Rising Vote)

Ballot (Secret Ballot)

General Consent

Majority

Plurality

Two-Thirds Vote

Unanimous

Part II of this Module will help you learn about:

Role of officers	Activity #10, 11
Minutes	Activity #12-15
Agendas	Activity #16

You will need the following:

Record Player	Activity #10
Cassette Tape Player	Activity #12, 16

Materials:

Record, "Say It Right With Parliamentary Procedure" - Side 1, Part 1

A Primer of Parliamentary Procedure

Copies of Quiz #3 and #4

Copies of "Rules for Writing Minutes"

Sample Minutes

Tape of Narrative

Enabling Activity #10

Directions to the Resource Person - Before playing record "Say It Right With Parliamentary Procedure" ask following questions:

1. What are the normal officers of a group? (Answer should include President (chairman), Vice (or Co-) Chairman, Secretary, Treasurer and Parliamentarian.)

2. Where can you look for specific duties of these officers? (Club's by-laws, constitution, National Guidelines, etc.)

3. The record explains the jobs of the first four of the officers. Have group listen to record Side 1, Part 1. As the participants mention duties write them on the board under each office.

4. Refer if possible to club by-laws for cross-checking and any additions.

The accompanying list comes from the record.

PRESIDENT

calls to order
guides assembly through agenda
leads the discussion of motions
announces results of votes taken
enforces correct procedures
sets time and agenda

VICE PRESIDENT

stands in for president when president is absent or participating in debate
program chairman
liaison between president's various comittees

SECRETARY

keeps simple and brief record of decision mad and actions taken
Roll
Committee assignments and appointments
Give pertinent data to committees
Correspondence (if no corresponding secretary)

TREASURER

Keeper of funds (dues, grants, donations, money making projects)
Pay bills when directed by society and over signature of President
Report financial condition of group

PARLIAMENTARIAN (Not on record)

Serve as authority on procedures
Calls members 'out of order' when necessary
Keeps physical needs of the meeting --
Property (ventilation, microphones, etc.)

QUIZ #3 OFFICERS' ROLES

MATCH THE OFFICERS WITH THEIR JOBS.

WRITE THE INITIAL OF EACH OFFICE IN FRONT OF THE JOB.

SEE THE LIST AT THE BOTTOM OF THE PAGE.

1. STANDS IN FOR PRESIDENT
2. FOLLOWS AGENDA
3. SEES THAT RULES ARE FOLLOWED
4. KEEPS THE RECORDS
5. LEADS THE DISCUSSING OF MOTIONS
6. SERVES AS PROGRAM CHAIRMAN
7. SERVES AS AUTHORITY ON PROCEDURES OF BUSINESS
8. KEEPS A LIST OF COMMITTEE ASSIGNMENTS AND APPOINTMENTS
9. REPORTS FINANCIAL CONDITION OF GROUP
10. SERVES AS LIAISON BETWEEN PRESIDENT AND VARIOUS COMMITTEES
11. KEEPS FUNDS
12. PAYS BILLS AS DIRECTED BY PRESIDENT AND SECRETARY
13. CALLS MEMBERS "OUT OF ORDER" WHEN NECESSARY
14. TAKES CARE OF CORRESPONDENCE
15. CALLS MEETING TO ORDER
16. ANNOUNCES RESULTS OF VOTES TAKEN
17. TAKES OR KEEPS ROLL
18. SETS TIMES AND AGENDA
19. STANDS IN FOR PRESIDENT WHEN THE PRESIDENT PARTICIPATES IN DEBATE
20. TAKES CARE OF PHYSICAL NEEDS OF MEETING AS DIRECTED BY PRESIDENT

P = PRESIDENT OR CHAIRMAN
VP = VICE PRESIDENT - CO-CHAIRMAN
S = SECRETARY
T = TREASURER
X = PARLIAMENTARIAN

TO PASS 15 CORRECT; IF LESS THAN 15 GO TO ENABLING ACTIVITY #11. IF PASS GO TO ENABLING ACTIVITY #12.

Answer Key - Quiz #3

1.	VP	11.	T
2.	P	12.	T
3.	X	13.	X
4.	S	14.	S
5.	P	15.	P
6.	VP	16.	P
7.	X	17.	S
8.	S	18.	P
9.	T	19.	VP
10.	VP	20.	X

15 of 20 to pass. If you did not pass do Enabling Activity #11 before going on to Activity #12.

Enabling Activity #11

1. Read pp. 3 and 37 in A Primer of Parliamentary Procedure.

Enabling Activity #12

Rules for Writing Minutes

1. The first paragraph should include answers to the following questions:

   What - name of organization
   Who - the person and title presiding
   When - date, year and time
   Where- location of meeting
   Why - reason for meeting where applicable

2. Speakers should be identified by name and title.

3. Descriptive comments about programs and speakers should not be used.

4. The name of the person making the motion should be included along with the exact words of the motion and its disposition.

5. The name of the person seconding a motion is not necessary unless the motion is very controversial.

6. The secretary should sign the minutes followed by the secretary's title. "Respectfully submitted", is considered old-fashioned.

7. After the minutes have been approved the secretary should write the word "approved" at the bottom with the date and the secretary's initials.

8. Personal pronouns (such as we, us) should be avoided.

Directions to Resource Person:

Discuss the need for correctly written minutes. Distribute and discuss the following rules.

Enabling Activity #13

Directions to Resource Person -

Have participants review samples of minutes noting correct and/or incorrect procedures, using the check list from Enabling Activity #12.

HILLSBOROUGH COUNTY FOLLOW THROUGH PROJECT

Minutes

Date: September 29, 1975

Meeting (Check One)

Center: Tampa

Mini PAC _____
Committee _____
Other City Wide PAC

The first City-Wide PAC meeting of Project Follow Through was held at Sulphur Springs School on Monday night September 29, 1975 with Rosetta Floyd, Co-Chairman presiding.

The meeting was opened with meditation offering by Claudine Sutton, one of our Follow Through Homeroom Mothers.

A motion was passed to amend the by-laws.

An election of officers followed with the following persons elected to offices for Project Follow Through:

Rosetta Floyd--Thono.-- City Wide PAC Chairman

Wilma Dooley - Sulphur Springs School - Co-Chairman

Jewell Hett -- Oak Park - Secretary

Sherry Coniglio - Thono. - Co-Secretary

Doris Emilut - SSS - Treasurer

Betty Leport - SSS - Parlimentarian

After elections, a talk was presented by Mr. Lawrence Worden, General Director of the Depart. of Elementary Education. The subject covered the development of your child as a whole child. A question and answer period followed which was beneficial to all parents present.

The door prize was awarded and the meeting adjourned at 8:50 p.m.

Submitted by Jewell Hett
Secretary

HILLSBOROUGH COUNTY FOLLOW THROUGH PROJECT

Minutes

Date: 10/27/75

Center: Tampa

Meeting (Check One)

Mini PAC

Committee

Other City Wide PAC

The second meeting of Project Follow Through was held at Sulphur Springs School on Monday, October 27th at 7:30 p.m.

Presiding was Rosetta Floyd, City-Wide PAC Chairwoman.

First on the agenda was the reading of the minutes by Jewell Hett, City-Wide PAC Secretary. Next Mrs. Floyd explained to the group what happened at the emergency budget committee meeting October 27th. $20,000 is the Follow Through Program allotment for medical and dental care. CHELSA wants $10,122.46 for their service which is over half of the total money budgeted for health services. Parents, who were present, were in agreement to seeing if we could do without CHELSA and getting doctors and dentists to service our children without going through CHELSA.

We were then honored with a talk by Roseina Seigel, Supervisor of the Dept. of School Psychology of Hillsborough County, Tampa, Florida. The topic was in general "The Emotional Problems of Our Children." A discussion with the parents followed.

A program followed, presented by the Parent Educators of Oak Park School, entitled "Dances Through the Ages." The Parent Educators, dressed as ghouls, monsters and ghosts performed the following dances: First Halloween Minuet, the Waltz, the Charleston, Tango, Boogie Woogie, Cha-Cha, the twist and the modern day monsters Bump. The presentation was enjoyed by all. A treat was passed out to the children by the performers.

Announcements of coming events were presented by Doris Emilut, City-Wide PAC Treasurer.

Oak Park School won the Attendance Banner and a door prize was won by Mrs. Margaret Baker.

Continued

The meeting adjourned at 8:45 p.m.

Submitted by Jewell Hett
City-Wide PAC Secretar

HILLSBOROUGH COUNTY FOLLOW THROUGH PROJECT

Minutes

Date: 12/15/75

Center: Tampa, Fla.

Meeting (Check One)

Mini PAC ____
Committee ____
Other City Wide PAC

City-wide PAC meeting was held on December 15th at 7:30 p.m. in the Sulphur Springs School Auditorium. Rosetta Floyd, chairwoman, opened the meeting. Meditation was given by Gloria Lewis, parent/parent educator at Oak Park School.

Betty Leport, chairwoman of Health & Nutrition, gave the report of that committee.

Doris Emilut, PAC treasurer, gave the budget report.

New business was on political action. It was decided to take the Follow Through contingent of parents to a public hearing with Senator Lawton Chiles December 16th at 9:00 a.m. Volunteer names were taken.

Dr. Ralph Swank, a pediatric surgeon, was then introduced by Virginia Evans, Follow Through nurse. Dr. Swank spoke on "Conditions in Children That Can be Corrected by Surgery", with a slide presentation.

Mr. George Bruce introduced the program for the evening. Mrs. Dixon's and Mrs. Brown's first grade classes gave the program entitled "The Toy Shop"

The audience participated in the singing of carols before the meeting was adjourned.

Submitted by Doris Emilut
Acting Secretary

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HILLSBOROUGH COUNTY FOLLOW THROUGH PROJECT

Minutes

Date: 1/26/76

Meeting (Check One)

Center: Tampa, Florida

Mini PAC _____
Committee _____
Other City Wide PAC

Rosetta Floyd, City-Wide PAC Chairwoman, opened Project Follow Through City-Wide PAC meeting on Monday, January 26th at 7:30 p.m. in the Sulphur Springs School Auditorium.

Emma McCullough gave meditation in the form of playing the "Lord's Prayer" on the piano with Gloria Lewis, Eunice George, and Mary Water (Oak Park P.E.'s) singing.

Minutes were omitted by majority consent of the parents of Follow Through. Rosetta Floyd gave her report on Jacksonville and then presented awards to JoAnn Lang, Virginia Evans, FT Nurse, and Doris Emilut for participating and passing the course in First-Aid.

Doris Emilut presented a motion which was passed to transfer monies so that three or four parents from FT schools could participate in the conference that will be held in Miami on March 15th and 16th.

Doris Emilut, City-Wide PAC Treasurer gave the following announcements: Thonotosassa Mini-PAC meeting, Jan. 27 at 1:15 p.m. in the school lunchroom, GED classes every Monday and Friday at 9:30 a.m. to 2:00 p.m. in the Parent Portable, Basic Adult Education classes every Monday and Wednesday evening from 6:30-9:30 p.m. in the Parent Portable.

Parent volunteers were asked to serve on the following county-wide committees: Lee Osborne, Supervisor of Math and Nancy Tyler Supervisor of Elementary Schools. They will review the state mathematics and communications skills objectives for state assessment for next year for grades 2 & 5 county-wide. Mr. Walter Stanford, parent from Thontosassa School, volunteered to work with the Math committee. Mr. Monroe from Oak Park will serve as an alternate. Mrs. Sandy Hancock's name was submitted to work with the committee on communication skills.

Rosetta Floyd & Donna Woodard were elected to represent Tampa in helping organize a state PAC to help the parent involvement movement throughout the state. One other volunteer is needed to work with this group of parents.

Oak Park Parent Educators put on a Bicentennial Program. They presented costumes

Continued

from different countries and sang songs of OUR COUNTRY.

Meeting was adjourned.

Submitted by Jewell Hett
City Wide Secretary

Answers to Enabling Activity #13

	September	October	December	January
1.	X	X	X	X
2.	X	X	X	X
3.			X	X
4.				X
5.				X
6.	X	X	X	X
7.				
8.	X	X	X	X

Note: Regarding #7 from the checklist. An approval signature usually does not appear on a mimeographed copy of minutes since these minutes are distributed before the meeting in which they would be approved. Only the secretary's official copy need be signed as approved or corrected.

Enabling Activity #14

Directions to Resource Person:

1. Have participants write the minutes of the present session.
2. Orally review the contents of at least one participant's minutes for correction.
3. A large group can be broken into smaller groups for this discussion.

Quiz #4 Minutes

THE FOLLOWING MINUTES HAVE IMPORTANT ERRORS. INSERT ADDITIONS AND CROSS OUT UNNECESSARY PORTIONS.

The Follow Through Policy Advisory Committee meeting was called to order at 7:30.

Mrs. Jean Jones read the minutes of the previous meeting. They were approved as read.

Marie Johnson gave an exciting and entertaining talk on "Outdoor Activities".

After a report by the Evaluation committee a motion was made by Jennie Jackson and seconded by Geri Howard to send a copy to the newspaper.

Jackie Smith, Treasurer, gave the report of the Bake Sale. A motion was made by Cynthia Kelly and seconded by Julie Anderson to spend the entire proceeds on a new speakers' platform.

Respectfully Submitted,

Jean Jones

Pass 9 of 11 correct; if pass go to enabling activity #16. If failed, go to enabling activity #15 first.

Answer Key - Quiz #4

Additions in parentheses; deletions crossed through.

The Follow Through Policy Advisory Committee meeting was called to order at 7:30, (May 24, 1974 in the Sulphur Springs School Auditorium with Denise Dozier, PAC Chairman, presiding.)

Mrs. Jean Jones (Secretary) read the minutes of the previous meeting. They were approved as read.

Marie Johnson, (Supervisor of Physical Education) gave an ~~exciting and entertaining~~ talk on "Outdoor Activities."

After a report by the Evaluation Committee (Chairman, Laura Williamson), a motion was made by Jennie Jackson and ~~seconded by~~ Geri Howard to send a copy to the newspaper.

Jackie Smith, Treasurer, gave the report of the Bake Sale. A motion was made by Cynthia Kelly and seconded by Julie Anderson to spend the entire proceeds on a new speakers' platform.

~~Respectfully~~ Submitted (by)

Jean Jones
(Secretary)

Note: In paragraph five, the name of the person seconding the motion is important because of the large expenditure of money. If a question should arise as to why all the proceeds were spend on a speakers' platform, one would have two people to check with.

9 of 11 correct to pass. If you did not pass do Enabling Activity #15 before going on the Enabling Activity #16.

Enabling Activity #15

1. Read Primer of Parliamentary Procedures, pp. 5-6.

Enabling Activity #16

Read or play tape of the following:

One of the main jobs of the President of any organization is to prepare the agenda of the meeting. The President may call on the executive committee or officers to help formulate the agenda.

An agenda is merely a list of items to be done or discussed at the meeting. Sometimes an organization mails out or publishes in a newsletter the agenda so that members will know what will be going on in advance. Sometimes copies of the list are distributed to the members as they enter the meeting room. However, even if the President makes only a rough list to use, it should be made in advance.

The order of items on the agenda should be carefully thought out in advance; if important items are not brought up early, some members may have to leave and the meeting may be left without a quorum.

The list should follow the "Order of Business" recommended elsewhere in this module. It should include the names of committees which are to report along with the chairman and the person giving the report.

A distributed agenda should also include the name of the presiding officer, secretary who will read the minutes and speakers on the program. It is also wise to have announcement dates written out on a distributed agenda. All this should be on the presiding officer's copy in any case.

In preparing the agenda the president should know, if at all possible, who will be presenting motions and have a written copy of the motion for reference.

A well-prepared agenda will insure a smoothly run meeting and it will also make writing the minutes easier for the secretary after the meeting is over.

Go to Activity #17.

Enabling Activity #17

Directions to Resource Person:

Have the participants review the sample agendas on the following pages. These pages were distributed prior to the respective meetings so that members could follow along. They also would be helpful to take home for future reference as the announcements are written out.

PROJECT FOLLOW THROUGH
8412 13th Street
Tampa, Florida
932-6409
932-4676

City-Wide PAC Agenda
Rosetta Floyd,
City-Wide PAC Chairwoman
November 24, 1975

Prelude Music	Emma McCullough Health Aide
Meditation	Wilma Dooley
Reading of Minutes	Jewell Hett City-Wide PAC Secretary Oak Park School
Reports	
Florida Model Conference	Sarah Mosley Mini-PAC Co-Chairwoman Thontosassa School
	Wilma Dooley Mini-PAC Chairwoman Sulphur Springs School
Developing the Whole Child ..... Physical Activities for Small Children	Marie Howard Physical Education Supervisor
Coming Events	Betty Leport City-Wide Parliamentarian Sulphur Springs Schools
"A Thanksgiving to Remember"	Parent Educators Thontosassa School

Health & Nutrition Committee Meeting, 12:00 noon, November 25, 1975
To elect officers and establish year's calendar - Parent Portable

Proposal Writing, November 25, 1:00 p.m., Parent Portable

Sulphur Springs School Home Room Mothers' Meeting, December 2, 8:30 a.m., Parent Portable

Cake Decoration Class, December 3, 11:15 a.m., Parent Portable

Sewing Class, December 9, 8:00 - 10:00 a.m. and 10:00 - 12:00, Parent Portable

AGENDA

COUNCIL FOR COMMUNITY ACTION

WEST TAMPA NEIGHBORHOOD SERVICE CENTER

2103 North Rome Avenue, Tampa, Fla.

Wednesday, February 4, 1976

2:00 P.M.

I. CALL TO ORDER

II. ROLL CALL AND ATTENDANCE RECORD

III. APPROVAL OF PREVIOUS MINUTES (January 7, 1976)

IV. COMMITTEE REPORTS

1. Housing Committee

V. EXECUTIVE DIRECTOR'S REPORT

1. Acceptance of Supplementary Grant Action for Project Year "J", October 1, 1975 thru September 31, 1976, in the amount of $35,000 for the funding of Heath Start Program Account #26, Handicapped Efforts.

2. Approval of Modification to Addendum to Agreement for Delegation of Activities under Grant H-3035 for the period October 1, 1975 to September 30, 1976 stipulating compliance with all Office of Human Development/Office of Child Development Guidelines, specifically Transmittal Notice - Head Start Policy Manual 70.1 and 70.2 for the HEW Program Accounts #22A, #22C and #23.

3. Neighborhood Service Centers Overview Presentation

Mr. Ken Nuznoff, Sulphur Springs NSC
Mr. Charles Davis, West Tampa NSC
Mr. Robert Lavoy, Plant City NSC
Mr. Joe Scionti, Ybor City NSC

VI. ITEMS FOR INFORMATION

1. Budget Position Statements Dated September 30, 1975; October 31, 1975; November 30, 1975 and December 31, 1975 for the Board of County Commissioners.

2. Consolidated Budget Position Statement (Federal and Non-Federal Share) for Community Services Administration Programs as of December 31, 1975.

Agenda
Council for Community Action
February 4, 1976

VI. ITEMS FOR INFORMATION (Continued)

3. CSA Standards of Effectiveness, Special Condition required by Regional Office documenting progress of CSA Programs.

4. Current Status of Project Head Start

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. ADJOURNMENT

AGENDA
SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA
March 2, 1976
(7:30 P.M.)

- - - - - - - - -

INVOCATION

PLEDGE OF ALLEGIANCE

RECOGNITION: ROTC Recipients of Legion of Valor Bronze Cross for Achievement

Cadet Major Cyrell Lynch of Hillsborough High School
Cadet Major James Alty of Brandon High School

APPROVAL OF MINUTES: February 3 and 10, 1976

SECTION A: REPORTS OF BOARD MEMBERS
Transportation Study (Chairman Frank)

SECTION B: BIDS (listed on page 7)

SECTION C: REPORTS AND RECOMMENDATIONS OF SUPERINTENDENT

1.00 ADMINISTRATION AND OPERATIONS DIVISION (Mr. Wharton)

1.01 Acceptance of Carpet Projects: (Naffco, Inc.)

a. Robinson High School
b. Kingswood Elementary School
c. Mort Elementary School

*1.02 Acceptance of Remodeling and Renovation Project at Burney Elementary School (Architects: Dykes and Associates; Contractor: Michael-Lawrence)

*1.03 Request for Extension of Time (55 CD) on Remodeling and Renovations at West Shore Elementary School (Architects: Gottfried & Garcia; Contractor: Bodnar & Kalemeris)

6.00 SUPPORTIVE SERVICES DIVISION (Mr. Bing)

*6.01 Correction of Dates on Agreement with University of South Florida for "Computer Assisted Instruction Program"

7.00 UNCLASSIFIED

7.01 Board's Bargaining Team (Dr. Sickles)

7.01 PTA Legislative Platform (Mrs. Charlotte Barres)
(deferred from previous meetings)

SCHOOL BOARD ATTORNEY

AUDIENCE

ADJOURNMENT

Note: Work Session, Tuesday, March 9, 1976 at 7:30 P.M.
Board Meeting, Tuesday, March 16, 1976 at 7:30 P.M., Room 214 B,
County Courthouse, Tampa, Florida

Quiz #5 Agendas

Write an agenda that would include all the necessary items. You may make-up fictitious names. Use sample agendas from Activity #17 for format.

A motion to write letter to the congress about a current issue

Minutes

Speech about good nutrition

Report from the curriculum committee

Announcement about a cooking class

A motion about going to a state-wide conference which was discussed at the last meeting

The president will preside

Answer Key - Quiz #5

The participant should write an agenda similar to the following:

City-Wide PAC Agenda
March 17, 1976

Presiding	Mrs. X President
Reading of Minutes	Mrs. Y Secretary
Committee Reports Curriculum Committee	Mrs. Z Chairman
Old Business	State-Wide Conference
New Business	Letter on Medicad to Congress
"Good Nutrition"	Dr. M Director of Food Programs
Announcements	Mrs. A

Cooking Class - March 31, 9:00-12:00 a.m., School Lunchroom

Part III

Election - Activities 18-19

By-Laws - Activity 20

Equipment needed for Part III - cassette tape player
overhead projector

Enabling Activity #18

Directions to Resource Person:

Play tape or read script. As each item is discussed, point to it on the transparency "Conducting Elections".

The election of officers step is probably the most important made by any group because those elected will set the pace and character of the group for the entire term of office.

Because of the importance of the election it should be the only business at the designated meeting. Election night, however, is not when the business of the election should be begun.

At the previous meeting a nominating committee should have been appointed by the President, if the by-laws provide. Three to five people will suffice and they should not be those likely to seek office. Past presidents and present officers may be good choices along with other interested people.

The nominating committee selects one person per office and checks with them to see if they will accept the office, if elected. Care should be taken to see that all nominees are qualified and meet requirements as set forth in the by-laws.

The list of nominees (called "the slate") is read on election night. But nominations are usually taken from the floor also. (See by-laws).

If there is more than one candidate for each office, a secret ballot may be used or the candidates may leave the room so a show of hands may be made. Prior to the meeting the President should select two or more persons to collect and count ballots. The secretary writes nominees on the board and helps tally votes. As each office

comes up for election the President should state the requirements, duties and term of office as outlined in the by-laws.

In a large group when people do not know each other well, it is wise and proper to have each candidate come to the podium and briefly outline their qualifications. All potential candidates should be forewarned of this procedure. They should include previous offices held, length of membership, committee memberships and outside jobs which might help qualify them for the offices they seek. It may be necessary for the President to limit the speeches to a certain time limit.

The new President is usually elected first so that the most highly qualified person may be chosen. Other qualified persons may then seek lesser offices. To open the election the President says, "THE ELECTION OF OFFICERS IS NOW OPEN. THE OFFICE OF PRESIDENT IS NOW OPEN. THE NOMINATING COMMITTEE HAS PROPOSED LORETTA RODREQUEZ. ARE THERE ANY FURTHER NOMINATIONS FROM THE FLOOR?"

After nominations are all made, the chairman calls for the nominations to cease. The chairman may say, "DO I HEAR A MOTION FOR THE NOMINATIONS TO CLOSE?," or the chairman may say, "IF THERE ARE NO FURTHER NOMINATIONS, I DECLARE THE NOMINATIONS CLOSED. WILL THE CANDIDATES PLEASE COME FORWARD, STATE YOUR NAME AND ANY QUALIFICATIONS FOR OFFICES."

After this procedure the President calls for the vote in the order nominated or alphabetical order.

The President announces the results by saying "MARIA MARTINEZ HAS BEEN ELECTED PRESIDENT. CONGRATULATIONS!" It is not as kind to call out the exact tally of votes but this may be done. After all

officers are elected the President may call them to the front for recognition. Installation ceremonies may then follow.

If you feel like you know enough about elections, go on to study the by-laws of your organization regarding elections. (Enabling Activity #20.) If you want detailed reading on elections, do Enabling Activity #19.

Conducting Elections

		What to Say
1.	Appoint Nominating Committee (At least one month before election.)	"I have appointed the following people to the nominating committee..."
2.	Select Slate of Officers	
3.	Ask nominees	"Would you accept the office if elected?"
4.	Reconvene Nominating Committee (if there are any refusals)	
5.	Open Elections	"The Election of Officers is now open."
6.	Present Slate (Done by Nominating Committee Chairman)	"The Nominating Committee has proposed the following members for election to office: President.....(name) Vice President.....(name) Secretary.....(name) Treasurer.....(name) Parliamentarian ....(name)
7.	Call for nominations from the floor.	"The office of President is now open. The Nominating Committee has proposed (name). Are there any further nominations from the floor?"
8.	Close the nominations	"Do I hear a motion for the nominations to close?" OR "If there are no further nominations, I declare the nominations closed."
9.	Introduce Nominees	"Will the candidates please come forward, state your name and nay qualifications for the offices."

10.	Call for the vote	"All in favor of (name) for the president, please raise your hand."
11.	Announce results	"(Name) has been elected President. Congratulations."

Enabling Activity #19

Read A Primer of Parliamentary Procedure, pp. 31 - 33.

Go to Enabling Activity #20.

Enabling Activity #20

Read and study the by-laws of your organization and answer the following questions. Include the section number of reference.

Example:

a. Do your by-laws have a section exclusively on elections?
Yes. Section E.

1. What are the offices to be elected?

2. Who is eligible to vote in election?

3. What is the term of office for each officer?

4. What special qualifications must a President have (if any)?

5. Is a nominating committee provided for?

6. By what kind of vote must an officer be elected?

Answers will vary.

Take Final Exam pp. 63-64

Answers for Enabling Activity #20

According to the By-Laws of Hillsborough County Follow Through Parent Advisory Committee:

1. C1
2. D3
3. E2
4. E1
5. E4 (NO)
6. E5

OPTIONAL FINAL EXAM

THE BEST POST TEST FOR THIS MODULE WOULD BE FOR THE PARTICIPANT TO SUCCESSFULLY CONDUCT OR PARTICIPATE IN A BUSINESS MEETING.

THE FOLLOWING WRITTEN TEST IS AN OPTIONAL ACTIVITY FOR THOSE PARTICIPANTS WHO WANT TO TEST THEIR SUCCESS IN LEARNING THE CONTENT OF THIS MODULE.

1. _____ WHICH OF THE FOLLOWING IS NOT INCLUDED IN THE MINUTES?

   A) NAME OF PERSON PRESIDING B) LOCATION OF MEETING

   C) TITLES OF SPEAKERS D) DESCRIPTIVE COMMENTS ABOUT SPEAKERS

2. _____ WHICH OF THE FOLLOWING DOES A PRESIDENT NOT NEED ON HAND?

   A) THE AGENDA B) THE MINUTES C) THE NAMES OF COMMITTEE CHAIRMEN D) A COPY OF THE BY-LAWS

3. _____ WHICH OF THE FOLLOWING IS NOT A RESPONSIBILITY OF THE VICE PRESIDENT?

   A) PROGRAM CHAIRMAN B) STAND-IN FOR PRESIDENT

   C) CORRESPONDENCE D) COMMITTEE LIAISON

4. _____ WHICH OF THE FOLLOWING IS NOT INCLUDED IN OLD BUSINESS?

   A) ANNOUNCEMENTS OF COMING EVENTS B) UNFINISHED BUSINESS

   C) BUSINESS POSTPONED FROM LAST MEETING D) PENDING BUSINESS

5. _____ THE RULES OF THE ORGANIZATION SHOULD NOT ORIGINATE IN

   A) THE BY-LAWS B) THE CONSTITUTION C) THE PARLIAMENTARIAN

   D) ROBERT'S RULES OF ORDER

6. _____ WHICH OF THE FOLLOWING IS NOT GENERALLY INCLUDED ON AGENDAS?

A) A LIST OF ITEMS TO BE DISCUSSED B) NAMES OF COMMITTEES TO REPORT C) THE SLATE OF OFFICERS D) THE ORDER OF BUSINESS

7. _____ WHICH OF THE FOLLOWING WOULD NOT NORMALLY BE SAID BY THE PRESIDENT?

A) "I SECOND THE MOTION?" B) "THE 'AYES' HAVE IT"

C) "ARE THERE ANY NOMINATIONS FROM THE FLOORS?"

D) "ARE YOU READY FOR THE VOTE?"

8. _____ WHICH OF THE FOLLOWING IS NOT NORMALLY INCLUDED IN BY-LAWS?

A) WHO IS ELIGIBLE TO VOTE B) QUALIFICATION FOR OFFICERS

C) TERMS OF OFFICES D) MAIN MOTIONS

9. _____ WHICH OF THE FOLLOWING IS NOT A TYPE OF VOTING PROCEDURE?

A) VOICE VOTE B) PARLIAMENTARY VOTE C) SHOW OF HANDS

D) GENERAL CONSENT

10. _____ WHICH OF THE FOLLOWING ITEMS DOES NOT FOLLOW COMMITTEE REPORTS IN THE NORMAL ORDER OF BUSINESS:

A) ADJOURNMENT B) READING OF THE MINUTES C) NEW BUSINESS

D) UNFINISHED BUSINESS

Answer Key - Final Exam

1. d
2. b
3. c
4. a
5. c
6. c
7. a
8. d
9. b
10. b

Enabling Activity #21

Directions to Resource Person:

Have participants put together a reference notebook for officers which might include the following items:

Officers Notebook
Table of Contents

Parliamentary Procedures

Conducting a meeting
Motions & Amendments
Conducting Elections

By-laws

Committee Functions

PAC Budget

Officers' telephone directory

Federal Guidelines

Calendars & Agendas

Minutes

Copy of A Primer of Parliamentary Procedure

Appreciation is extended to the Hillsborough County Follow Through Project for their generosity in sharing this document with other Florida educators.